

	City of Helena Personnel Policy	Policy number	11-4
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		Revision #	0
		Last revision date	
Section Title	Safety and Workers Compensation		
Subject	Light Duty		

If available, Light Duty will be provided to employees recovering from a medically documented mental or physical illness or injury sustained on- or off-the-job who have work restrictions and who are expected to return to unrestricted work within a period not to exceed six (6) months, unless an exception has been granted by the City Manager.

Assignment of Light Duty is not a right of employment. It is allowed only with the approval of the Department Head and City Manager, and as long as necessary and meaningful work is performed and available. In assigning Light Duty, the employee's skills and abilities will be taken into consideration along with the recommendations from the employee's attending physician. All requests for Light Duty by an employee must have a release from a physician, specifying their work restrictions and expected duration of the restrictions. Light Duty will be approved and monitored in no more than 30-day increments by the Department Head with final approval required by the City Manager.

If there is limited Light Duty work available, preference will be given to the employee whose work restrictions are due to a recorded on-the-job injury and/or employees with permanent or substantially limiting work restrictions who have requested a reasonable accommodation under the Americans with Disabilities Act (ADA). Employees returning to work on Light Duty due to an on-the-job injury may be assigned Light Duty in another City department. The employee's original department is responsible for arranging the Light Duty assignments, but may confer with the Human Resource Department.

While on Light Duty, any related medical should be scheduled outside of or at the beginning or end of the employee's shift to minimize their time away from work, if at all possible.